



USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-15-03

OPEN TO: All qualified South Sudanese Nationals only.
Current Mission employees serving a probationary period are not eligible to apply.

POSITION: Assistant Motor Pool Supervisor

OPENING DATE: Thursday, November 06, 2014.

CLOSING DATE: Thursday, November 20, 2014 at 4:30 p.m.

WORK HOURS: Full-time; 40 hours/week

POSITION GRADE: Full performance grade level for this position is: FSN-6. A training grade level, below FSN-6, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualification, and relevant work experience.

The United States Agency for International Development (USAID) South Sudan is seeking applications from South Sudanese Nationals for the position of Assistant Motor Pool Supervisor in the Executive Office.

Job Summary

This position is located in the General Services function of the Executive Office, USAID/South Sudan. The primary purpose of this position is to assist the Motor Pool Supervisor and serve as the acting Motor Pool Supervisor in the absence of the Motor Pool Supervisor. The incumbent is responsible for coordinating and directing the use, maintenance, and repair of all USAID Mission vehicles in order to provide efficient and safe transportation to USG employees. The Mission fleet consists of approximately 80 vehicles. This includes armored and unarmored suvs, trucks, motorcycles, and vans.

MAJOR DUTIES AND RESPONSIBILITIES

- A. Establishes and coordinates driver work and leave schedules to ensure full and adequate driver coverage of vehicles, and vehicle scheduling for daily in-town and field trip use based upon approved written, phone, or walk-in requests. Spot checks vehicles to ensure drivers have performed first echelon maintenance and that the vehicles are clean. Enforces driver uniform policy ensuring drivers are in proper uniform, clean and well groomed.
- B. Monitors and administers the vehicle maintenance program. This includes all in-house work and contracts with commercial garages, including quality control of work performed. Establishes and coordinates with the EXO/GSO a program of preventive maintenance on all vehicles. Schedules vehicle use to ensure compliance with established maintenance schedules. In coordination with EXO/GSO, establishes requests for replenishment of vehicle spare parts and maintains a spare parts inventory. Investigates any problems

- cited by drivers and determines whether to recommend repairs, as well as initiating repairs due to accidents. Performs acceptance inspections of all work completed. Ensures all maintenance and repair work is documented and filed for future reference.
- C. Recommends to EXO/GSO on vehicles requiring any major maintenance or repair on whether there should be repair or disposal. Makes recommendations on the replacement of vehicles. Oversees and directs major repair of vehicles through both the internal workshop and outside maintenance contracts. Ensures all vehicle disposals are done following USG regulations. Also ensures all vehicle disposals are documented and the records are stored for future reference.
 - D. Reviews and corrects vehicle maintenance cost records, fuel consumption records, and mileage into the Vehicle Management automated system. Runs regular monthly reports for EXO. Advises supervisor when discrepancy of information appears. Prepares annual vehicle inventory and motor vehicle maintenance and cost report for USAID/W using a combination of electronic and manual records.
 - E. Inspects and ensures that the weekly time and attendance records on drivers are correct and accurate; ensures accident reports are completed and filed by drivers in proper format; ensures insurance carrier is notified of all accidents and follows up with them for settlement of claims.

QUALIFICATIONS required:

- A. Education: Must have completed secondary school.
- B. Prior Work Experience: At least three years of general experience, including clerical, dispatcher, chauffeur, automotive maintenance, or other transportation and one year of supervisory related experience is required.
- C. Language Proficiency: Level III English and fluent Juba Arabic are required.
- D. Skills and Ability: A good knowledge of automotive operation, repair, safety, and maintenance practices is required.
- E. Skills and Abilities: Must have a valid South Sudan driver's license, and good Organizational and supervisory skills.

HOW TO APPLY

Applicants are required to submit a cover letter of interest, which clearly describes individual's qualifications for this position, and send the required documents to: **Jubahr@usaid.gov**. OR Deliver one copy to: USAID/South Sudan, Juba. Applications Box is outside US Embassy Entrance. The DS 174 form is available on US Embassy web site: http://southsudan.usembassy.gov/job_vacancies.html

The successful applicant must be able to obtain and retain the required

USAID medical and security clearances. Applicants who do not provide the required documents stated above and below shall not be considered. Closing date for submission of applications is Thursday, November 20, 2014, (16:30 hrs. Juba, South Sudan time). Please note that only short listed candidates will be contacted for an interview.

Required Documents:

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date Resume/C.V
3. Application Form DS 174 (to be filled out completely and signed)
Submission of DS 174 is mandatory.

Note:

1. Only short-listed candidates will be notified.
2. Applications submission without the required USAID Employment Forms and supporting documents will not be considered.
3. No in-person appointments or telephone calls will be entertained.
4. In-house candidates must apply through their supervisors.

A strong and clear cover letter expressing reason for interest is required. The successful applicants must be able to obtain and retain the required USG medical and security clearances. (For those who do not have the valid medical and Security clearance). Applicants who do not provide the required documents stated above shall not be considered. Closing date for submission of applications is **November 20, 2014 at 16:30 hrs.** Juba, South Sudan time. Please note that only short listed candidates will be contacted for an interview.

It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age disability or sexual orientation.

Drafted: Jlado _____

Cleared: Wbekele_____

Approved: MO'brien:_____